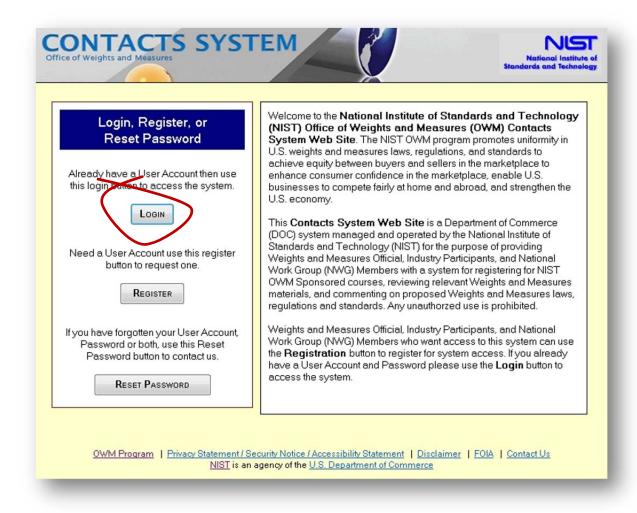
## OWM Contacts System – Instructions for Requesting Training and Transcripts

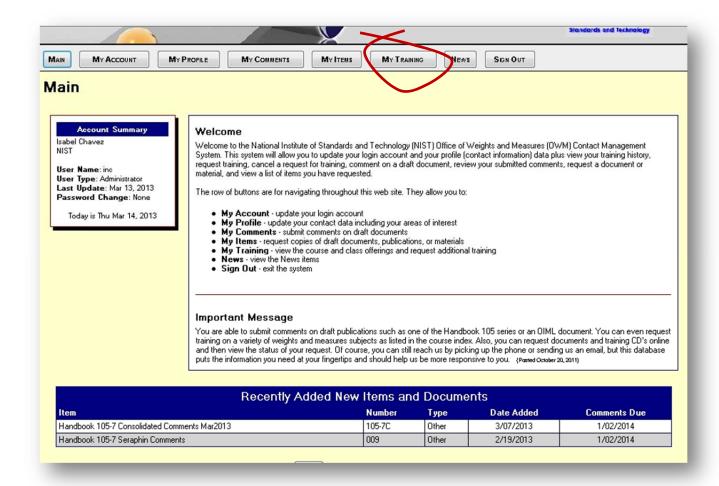
#### I. Procedure.

1. **Log in** to the OWM Contacts System Database with your username and password: <a href="https://tsapps.nist.gov/WMD/default.aspx">https://tsapps.nist.gov/WMD/default.aspx</a>

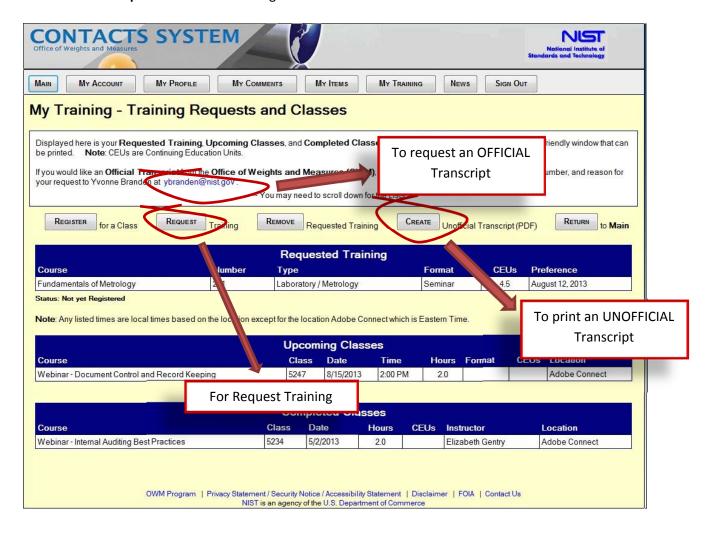


# OWM Contacts System – Instructions for Requesting Training and Transcripts

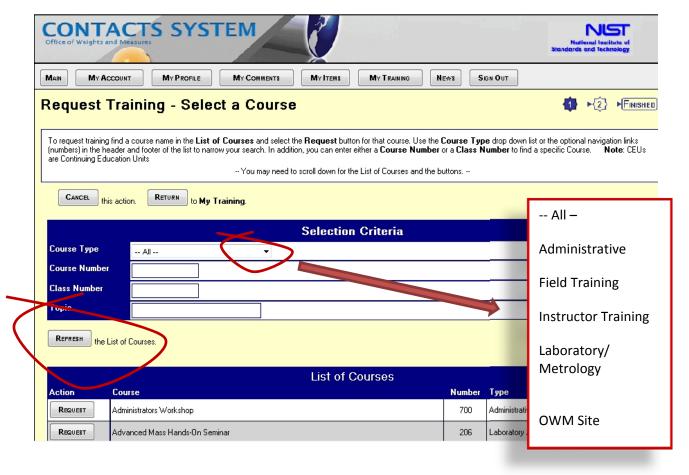
2. Once you log in, select the My Training tab from the top menu. It is the 6<sup>th</sup> tab from the left.



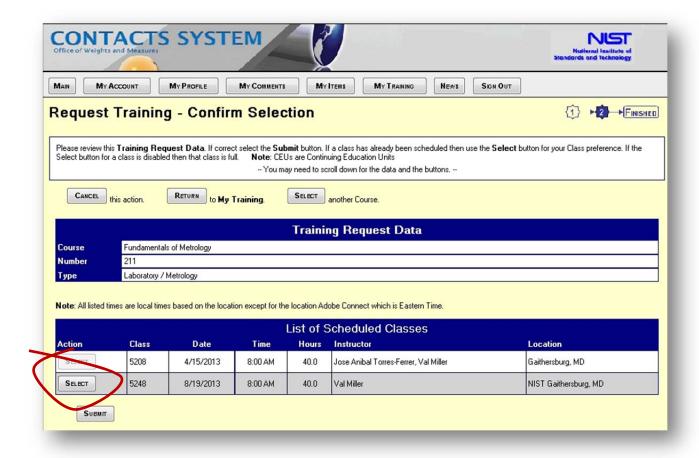
- 3. My Training Page will display: your Requested Training, Upcoming Classes, and Completed Classes.
  - a. For Transcripts: Click on "Printer Friendly" where a link for a printer friendly window that can be printed will pop-up
- 4. Select Request Additional Training from My Training tab.



- 5. To find a class, you can search by:
  - a. Selecting a Course Type field from the drop down list.
  - b. Entering Course Number
  - c. Entering Class Number
  - d. Enter a Topic you are interest in learning
- 6. From the List of Courses, select the Request button for that course.



7. For example: **Fundamentals of Metrology.** If the class has already been scheduled, use the **SELECT** button for your Class preference.



- 8. Once selected, if correct select the **Submit** button. If a class has already been scheduled then use the Select button for your Class preference. If the **Select button for a class is disabled** then that class is full.
- Once you click on Submit in the Selected Course field, a pop-up message will appear with a
  message "Are you sure you want to select this class?" If yes, your request will be now
  submitted. If you click Cancel, it will bring you back to 'Request Training Confirm Selection"
- 10. Your training request will be processed by an OWM staff member responsible for the course. When your request has been approved, you will receive an acknowledgement e-mail. The Instructor will contact you with class specific information under separate cover (which may include a separate confirmation letter with requests for payment if it is a fee-supported course).
- 11. If the COURSE you are interested in has not been scheduled, your selection will notify our office for consideration when we are planning future training events.

12. If a CLASS is full, you may ask to be placed on the waiting list for that course. If a cancellation occurs, you will be notified that you have been accepted into the class.